



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation open to: Afghan Nationals Only

Position Title: Secretary

Type of vacancy: Multiple

Opening date: January 26, 2016

Closing date: February 09, 2016

Work hours: 40 hours (Full time)

Position Grade: FSN-07

Vacancy announcement #: USAID/306/16/22/ODG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as Secretary under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The basic function of this position is to provide administrative support to the Director, Office of Democracy and Governance (ODG), USAID/Afghanistan. The incumbent works closely with the ODG staff and his/her counterparts across the entire Mission and the U.S. Embassy. The incumbent is expected to operate independently, and with minimum supervision, within the policy guidelines and administrative requirements established by the Agency. This position requires the incumbent to be self-motivated, anticipate administrative problems and resolve them independently.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provides administrative, secretarial and office management support to the ODG Director and staff which includes, but not limited to, the Deputy Office Director, Technical Teams Leaders and their respective personnel on a day-to-day basis. Assists in coordinating, organizing and scheduling meetings of the Office Director with USAID/Afghanistan, U.S. Embassy, Government of Islamic Republic of Afghanistan (GIROA) and others, as appropriate.
- Receives and reviews incoming and outgoing correspondence to ensure quality control especially for correspondences provided to the Embassy and GIROA. Maintains records of incoming and outgoing correspondences and informs appropriate staff/office for action. Assures deadlines are met in a timely manner and checks for accuracy and quality control in terms of format and adherence to internal guidelines. Acts as an ODG's file custodian.
- Provides assistance in making travel arrangements as necessary. Makes complete arrangements for meetings and conferences. Drafts and/or composes routine correspondence. Locates and assemble information from various sources for reports, briefings, conferences, etc. Follow up on tasks and other actions assigned in Mission senior staff and general staff meetings. Handles office timekeeping and maintains the office working files system.
- Performs procurement-related activities of office supplies such as identifying needs, drafting purchase requisitions and ensuring that items are received in good condition and promptly. Request and monitor work order requests from time to time. Identify and fill out office related administrative forms in the most efficient and expeditious manner. Responds to ODG

Information Technology support requirements.

QUALIFICATION/EVALUATION CRITERIA:

Education: Completion of high school is required.

Prior Work Experience: At least two years as an administrative assistant and/or secretary for an executive management is required.

Language Proficiency: Level III (good working knowledge) speaking/reading English and Level IV (fluent) speaking/reading Dari and/or Pashtu is required.

Knowledge: Thorough knowledge of standard office procedures and practices; standard administrative practices for the operation of senior management offices; and protocol and social etiquette in dealing with senior officials is required. Thorough knowledge of English grammar, spelling and punctuation; executive correspondence styles; and filing systems required. Knowledge of standard USAID/Afghanistan computer software and Afghanistan Government operations is desirable.

Skills and abilities: Ability to function as the confidential secretary for the ODG Office Director. As such, the position requires excellent interpersonal skills, tact, and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials; and to develop and maintain effective working contacts for obtaining data. Sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation is also required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet the varying work needs of the ODG Director and meet deadlines, and to identify and implement appropriate actions to streamline work is required. Extensive computer experience in Word, Excel, and e-mail is essential.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Secretary (ODG1622).**

ANY/ALL application submissions after the closing date of February 09, 2016 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as .RAR file will not be accepted by the system.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**